



Managing Medicines Policy

Parental Version

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ADMINISTRATION OF MEDICINES

Background to the Policy:

Parents or carers have prime responsibility for their children's health and should give schools sufficient information about their children's medical condition and treatment or special care needed at school.

- There is no legal duty which requires staff to administer medication; this is a voluntary role. Staff who assist with any form of medication, in accordance with the procedures detailed within this guidance, are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that the procedures are followed as described in the full Managing Medicines Policy School Version.
- Unless children are acutely ill they should attend school. To facilitate this it may be necessary for them to take medication during school hours; however this should only be when essential. Where clinically appropriate, medicines can be prescribed in dose frequencies, which enable it to be taken outside of school hours. Parents should be encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.
- Written agreement from the child's parents/carers is required prior to administering any medication (form A).
- Written confirmation of instructions from a health practitioner is required prior to administering prescribed medication.
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
- The school will have a system of record keeping. Records of all administration and disposal of medications must be kept in a bound book.

This policy applies to: All Students

Statement of the Policy

The purpose of this policy is to give advice to parents in relation to the administration of medicines in school both as a matter of routine and in an emergency.

Main Policy

1. All medication must be in the original container.

2. All medication **MUST** be clearly labeled with:
 - the child's name
 - the name and strength of the medication
 - the dosage and when the medication should be given
 - the expiry date
3. All prescribed medication (including homeopathic medicines) must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) including the time/dose to be given in school.
4. Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer
5. If two medications are required, these should be in separate, clearly and appropriately labeled containers.
6. On arrival at school, all medication is to be handed to the school office by the parent/carers, unless there is prior agreement with the school for the student to carry medication (e.g. asthma inhalers) and details of this are entered in the medication record.

Storage of Medication in school

1. Controlled Medication must be stored in a locked cabinet with the key stored in an accessible but restricted place known to the designated members of staff.
2. If refrigerated storage is required this must be lockable and in a designated area of the school and used solely for that purpose
3. Once removed from the cabinet, medication should be administered immediately and never left unattended.

Documentation

1. Medical forms are included in the appendices.
N.B verbal and text messages are not acceptable.
2. Each student receiving medication will have the following documentation:
 - Written request and permission by Parents/Carers for school to administer medication (Form A - appendices)
 - Written request and permission by Parents/Carers for student to carry and self administer medication (Form B - appendices)

- Written request and permission by Parents/Carers for school to administer emergency medication (Form C - appendices)
3. In addition, students with complex medical needs will have an Individual Health Care Plan as arranged through the SENDCO

Self-Administration of Medication

Parents/carers must complete a written request form for a child to self-administer medication. (Examples of medication include; Insulin or asthma medication, or temporary medication that must be taken within the school day). This will only be permitted where a child has been trained and is competent to administer their own medication. (Form B - appendices)

Record Keeping

1. A system of record keeping will include:
 - Records of parental/carer consent and or health practitioner instructions including those for self-administration consent, which should be reviewed and confirmed annually (September) in addition to ongoing updating.
 - Record of administration of medication including amount administered and amount remaining (running total) is to be kept in a bound book.
 - Record of medication returned to the parent/carer wherever possible.
 - Record of medication disposed of and the form of this disposal
2. A parent/carer request form should be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.
3. The request form must include:
 - Child's name, class, date of birth
 - Reason for request
 - Name of medication, timing of administration and dosage of medication
 - Emergency contact names and telephone numbers
 - Name and details of Doctor and/or health practitioner
4. Reasons for not administering regular medication (e.g. refusal by student) must be recorded and parents informed immediately/within the timescale agreed by the health practitioner.
5. The school must keep records of administration of medication in a bound book. This bound book must be kept in the storage cabinet.

Emergency Medication

6. Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed Consent and written Individual Care Plan (available from the SENDCO).
7. This type of medication will be readily available.
8. Consent and Care Plan to be kept with the medication.
9. The Care Plan must be checked and reviewed Termly.
10. It is the parents'/carers' responsibility to notify school of any change in medication or administration.
11. Procedures in the Care Plan should identify:
 - Where the medication is stored
 - Who should collect it in an emergency
 - Who should stay with the child
 - Who will telephone for an ambulance/medical support
 - Contact arrangements for parents/carers
 - Supervision of other students
 - Support for students witnessing the event

Monitoring of Impact:

The Headteacher shall monitor the policy. The SENDCO will audit the medication protocols

Attached appendices relating to this policy

Form A	Agreement to administer medicine
Form B	Request for child/young person to carry own medicine
Form C	Agreement to administer emergency medicine

Form A – Agreement to Administer Medicine

JSCHS will not give your child medicine unless you complete and sign this form

Note: Medicines must be in the original container as dispensed by the Pharmacy

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Form B – request for student to carry his/her own medicine

Note: This form must be completed by the parent/carer:

(If staff have any concerns then the request should be discussed with the healthcare professionals)

Name of school/Setting	
Name of Child	
Group/Class/Form	
Name and strength of Medicine	

I would like the student named above to keep his/her medicine with them for use as necessary

I confirm that the student named above has received suitable information, instruction and training and is competent to administer their own medication

Signature Of Parent/Carer: _____ Date: _____

Signature Of Student: _____ Date: _____

Form C - Authorisation for the administration of emergency medication

To be completed where administering of emergency medication may be required

Name of School or Setting	
Child's Name	
Date of Birth	
Home Address	
Name of G.P.	
Name of Hospital Consultant (if applicable)	
Details of administration of medication	

Parent/carer Signature _____ Date: _____